

# DOCUMENT RESUME

ED 096 514

95

CE 002 144

AUTHOR Sharer, Betty; And Others  
TITLE Career Planning Program: Secondary Level. In-Service Workshop Career Education.  
INSTITUTION Omaha Public Schools, Nebr. Dept. of Vocational Education.  
SPONS AGENCY Bureau of Adult, Vocational, and Technical Education (DHEW/OE), Washington, D.C.  
PUB DATE Jul 73  
GRANT OEG-0-71-4661(361)  
NOTE 10p.

EDRS PRICE MF-\$0.75 HC-\$1.50 PLUS POSTAGE  
DESCRIPTORS \*Career Education; \*Occupational Guidance; Program Development; \*Program Planning; \*Secondary Grades; Tests

## ABSTRACT

The career planning program for the secondary grades outlines basic concepts, general and specific objectives, and methods of implementing and evaluating career programs. A six-item pretest, three-item posttest, four-item teacher evaluation form, and an occupational clusters wheel complete the document. (MW)

ED 096514

**CAREER PLANNING PROGRAM  
Secondary Level**

**OMAHA PUBLIC SCHOOLS  
DEPARTMENT OF VOCATIONAL EDUCATION  
OMAHA, NEBRASKA**

**IN-SERVICE WORKSHOP  
CAREER EDUCATION**

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION  
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

**The Exemplary Program - U. S. Commissioner of Education  
Vocational Amendment of 1968  
Part D**

**Expanded Vocational Education Program for Disadvantaged Youth**

**Occupational Guidance K-12**

**Comprehensive Center for Occupational Education**

**Vendor Number - 465668**

**Grant Number - OEG-0-71-4661 (361)**

**July, 1973**

**Prepared by:**

**Betty Sharer, Counselor  
Gary Hargis, Counselor  
Keith Allerton, Teacher  
North High School**

**Approved by:**

**Owen A. Knutzen  
Superintendent of Schools**

**Edwin H. Parrish  
Assistant Superintendent  
for Vocational Education**

CE 002 144

**BOARD OF EDUCATION  
SCHOOL DISTRICT OF OMAHA**

**Joseph M. Hart, Jr.  
President**

**Paul C. Kennedy  
Vice-President**

**John C. Barnhart**

**Mrs. Dorothy C. Beavers**

**D. Michael Blankenship**

**Mrs. Maurice J. Frank**

**Leo A. Hoffmann**

**R. F. Jenkins**

**Richard J. O'Brien, Jr.**

**Charles A. Peters**

**Tim J. Rouse**

**Frank E. "Fritz" Stanek**

**Owen A. Knutzen  
Superintendent of Schools**

**Edwin H. Parrish  
Assistant Superintendent of Schools  
Vocational Education**

**Distributed by  
Omaha Public Schools  
351-P180-73**

## CAREER PLANNING PROGRAM

**BEST COPY AVAILABLE**

### I. CONCEPTS

- A. A PROGRAM INITIALLY DESIGNED FOR SENIOR STUDENTS BUT EVENTUALLY TO INCLUDE SOPHOMORES AND JUNIORS.
- B. BASED ON THE FIFTEEN OCCUPATIONAL CLUSTERS DEVELOPED BY THE OFFICE OF EDUCATION.
- C. A PROGRAM DESIGNED FOR THE ENTIRE SCHOOL YEAR.
- D. CREATED WITH THE UNDERSTANDING THAT THE PROGRAM SERVE ONLY AS A MOTIVATIONAL SUPPLEMENT TO CLASSROOM ACTIVITIES WHICH ARE PRIMARY IN ANY CAREER EDUCATION PROGRAM.

### II. PURPOSES - OBJECTIVES

- A. TO MOTIVATE STUDENTS TO SEEK OUT CAREER INFORMATION IN THEIR AREA OF INTEREST.
- B. TO INFORM STUDENTS ABOUT CAREER OPPORTUNITIES IN AREAS PREVIOUSLY UNKNOWN TO THEM.
- C. TO PROVIDE ADEQUATE OCCUPATIONAL AND EDUCATIONAL INFORMATION IN A CAREER CENTER TO SERVE AS A CORE FOR THE PROGRAM.
- D. TO CREATE AN ATMOSPHERE WITHIN THE BUILDING THAT ENCOURAGES STUDENTS AND TEACHERS TO THINK OF EDUCATION AS PREPARATION FOR THE WORLD OF WORK.

### III. IMPLEMENTATION

#### A. GENERAL

- 1. CREATE A CAREER PLANNING COMMITTEE COMPOSED OF AT LEAST FOUR VOLUNTEER COUNSELORS, TWO VOLUNTEER

TEACHERS AND ONE ADMINISTRATOR TO COORDINATE ALL CAREER PLANNING ACTIVITIES.

2. CREATE A CAREER PLANNING CENTER WITHIN THE EXISTING COUNSELING CENTER SUFFICIENTLY STOCKED WITH OCCUPATIONAL AND EDUCATIONAL INFORMATION.

B. SPECIFIC:

1. SCHEDULE STUDENTS INTO THE PROGRAM AT THE BEGINNING OF THE YEAR BY QUESTIONNAIRE OR INDIVIDUAL COUNSELING.
2. HAVE THE ARMED SERVICES VOCATIONAL ATTITUDE BATTERY ADMINISTERED TO STUDENTS IN THE FALL.
  - A. THE TEST RESULTS WILL ASSIST COUNSELORS IN THEIR VOCATIONAL GUIDANCE OF STUDENTS.
3. DIVIDE THE SCHOOL YEAR INTO FIFTEEN TWO-WEEK SEGMENTS WITH EACH SEGMENT CONCENTRATING ON ONE OF THE OCCUPATIONAL CLUSTERS.
  - A. BASIC ACTIVITIES FOR THESE TWO-WEEK PERIODS:
    - (1) DEVELOPMENT OF A BULLETIN BOARD IN A HIGH TRAFFIC AREA TO ILLUSTRATE OPPORTUNITIES IN THE EMPHASIZED CLUSTER.
    - (2) BRING IN SPEAKERS FROM OUTSIDE THE SCHOOL KNOWLEDGEABLE IN CAREERS WITHIN THE CLUSTER.
    - (3) USE SCHOOL RESOURCE PEOPLE WHOSE FIELDS OF TEACHING OR WORK EXPERIENCES WOULD BE OF VALUE TO STUDENTS.
    - (4) MAKE A SPECIAL EFFORT TO INDIVIDUALLY COUNSEL STUDENTS ABOUT THEIR CAREER PLANS DURING THE TIME THEIR CLUSTER IS EMPHASIZED.

**BEST COPY AVAILABLE**

4. END THE YEAR WITH A WEEK SET ASIDE FOR FIELD TRIPS.
  - A. HAVE STUDENTS SIGN UP AND PAY A SMALL FEE (50¢) TO HELP PAY FOR BUSES AND OTHER INCURRED EXPENSES.
  - B. PLAN TRIPS AROUND INDICATED CLUSTER OR SPECIFIC CAREER INTERESTS ON THE STUDENT POST-TEST.

#### IV. EVALUATION

- A. PRE-TEST AND POST-TEST STUDENTS TO DETERMINE THE PROGRAM'S EFFECTIVENESS IN:
  1. GIVING STUDENTS MORE KNOWLEDGE ABOUT CAREERS IN THEIR AREA OF INTEREST.
  2. DEVELOPING NEW INTERESTS IN CAREERS NOT PREVIOUSLY CONSIDERED.
  3. CHANGING ATTITUDES ABOUT THE PURPOSES OF EDUCATION AS PREPARATION FOR THE WORLD OF WORK.
- B. YEAR-END QUESTIONNAIRE TO TEACHERS:
  1. TO DETERMINE OPINIONS OF THE PROGRAM.
  2. TO DETERMINE SUGGESTIONS FOR FUTURE YEARS.
  3. TO DETERMINE ATTITUDES ABOUT CAREER PLANNING IN AND OUT OF THE CLASSROOM.
- C. INTER-COMMITTEE EVALUATION:
  1. TO DETERMINE SUCCESSES AND FAILURES.
  2. TO DETERMINE SUGGESTIONS FOR THE COMING YEAR.

PRE-TEST

(SAMPLE)

NAME \_\_\_\_\_

1. LIST THE THREE JOBS WHICH YOU FEEL AT THIS TIME WOULD BE MOST INTERESTING TO YOU. LIST THEM IN ORDER OF YOUR PREFERENCE.

A.  
B.  
C.

- (1) HOW MUCH EDUCATION WILL YOU NEED FOR JOB A?

A.

- (2) WHAT DO YOU THINK YOUR SALARY WILL BE PER YEAR IN JOB A?

A.

- (3) WILL YOU NEED ANY SPECIAL SKILLS AND TRAINING FOR JOB A?

A. YES - NO EXPLAIN:

- II. LIST JOBS THAT YOU HAVE HELD THAT YOU LIKED BEST.

A.  
B.  
C.

- III. LIST HOBBIES AND LEISURE ACTIVITIES.

A.  
B.  
C.

- IV. SOME JOBS NOT PREVIOUSLY LISTED I WOULD LIKE TO KNOW MORE ABOUT.

A.  
B.

- V. HAS YOUR EDUCATION SO FAR HELPED YOU PREPARE FOR A JOB?

A. YES - NO EXPLAIN:

- VI. MY STUDY HALL HOURS ARE:

A.  
B.  
C.

SIGNED \_\_\_\_\_

POST-TEST

(SAMPLE)

BEST COPY AVAILABLE

NAME \_\_\_\_\_

- I. LIST THE THREE JOBS WHICH YOU FEEL AT THIS TIME WOULD BE MOST INTERESTING TO YOU. LIST THEM IN ORDER OF YOUR PREFERENCE.

A.  
B.  
C.

- (1) HOW MUCH EDUCATION WILL YOU NEED FOR JOB A?

A.

- (2) WHAT DO YOU THINK YOUR SALARY WILL BE PER YEAR IN JOB A?

A.

- (3) WILL YOU NEED ANY SPECIAL SKILLS AND TRAINING FOR JOB A?

A. YES - NO EXPLAIN:

- II. HAS YOUR EDUCATION SO FAR HELPED YOU PREPARE FOR A JOB?

A. YES - NO EXPLAIN:

- III. ARE YOU INTERESTED IN TAKING A FIELD TRIP RELATED TO YOUR JOB PREFERENCE? A \$50 FEE WOULD BE REQUIRED FOR TRANSPORTATION.

A. YES - NO EXPLAIN:

SIGNED \_\_\_\_\_



TEACHER EVALUATION

(SAMPLE)

**BEST COPY AVAILABLE**

NAME \_\_\_\_\_

I. WERE YOU AWARE THAT A CAREER PLANNING PROGRAM WAS IN EFFECT  
THIS YEAR?

YES - NO

II. IF YOUR ANSWER TO NUMBER I WAS YES, BRIEFLY STATE YOUR  
FEELINGS AND OPINIONS CONCERNING THIS PROGRAM.

A.

III. WHAT SUGGESTIONS DO YOU HAVE FOR FUTURE EFFORTS IN THIS AREA?

IV. WHAT GENERAL COMMENTS DO YOU HAVE ABOUT CAREER EDUCATION?

SIGNED \_\_\_\_\_

